

PERSONNEL BOARD MEETING
Monday, November 1, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

AGENDA

1. Request to approve the minutes of the October 2021 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received October 2021.

NONE.

3. Report of **Leave without Pay** for October 2021.
4. Report of **Civil Service Appointments** for October 2021.

1. David J. Fernandez (*Communications and Special Events Director – 09/05/2016*)
Communications and Special Events Department
(Approved by City Council)
2. Dennisse Guillen (*Fire Business Manager – 10/05/2021*) Fire Department
3. Olga Marin (*Administrative Aide Confidential – 10/05/2021*) Fire Department
4. Carmen Romo (*Fire Inspector Supervisor – 10/05/2021*) Fire Department
5. Paul Garcia (*Fire Captain – 10/10/2021*) Fire Department
6. Ivan Ivanov (*Fire Captain – 10/11/2021*) Fire Department
7. Alain Pineiro (*Fire Captain – 10/12/2021*) Fire Department
8. Javier Perez (*Fire Captain – 10/13/2021*) Fire Department
9. Mario Gutierrez (*Fire Captain – 10/14/2021*) Fire Department
10. Caridad Bernal (*Media Director – 03/16/2020*) Mayors' Office
(Approved by City Council)
11. Andres Rabre (*Service Worker – 09/20/2021*)
Parks and Recreation Department
12. Adriana Quintana Martinez (*Police Media-Relations Coordinator – 12/07/2020*)
Police Department
13. Darlene Gomez (*Heavy Equipment Operator – 10/25/2021*)
Streets Department
14. Uarasy Garrido Probanca (*Heavy Equipment Operator – 10/25/2021*)
Streets Department

5. Report of **Resignations** for October 2021.

- | | | |
|-------------------------|----------|-------------------|
| 1. Jacqueline Montalvan | Resigned | Building Division |
| 2. Marvin Carmona | Resigned | Fire Department |
| 3. Franklin Espinosa | Resigned | Fire Department |
| 4. Randy Gonzalez | Resigned | Fire Department |
| 5. Jessica Hevia-Nunez | Resigned | Fire Department |
| 6. Emmanuel Montanez | Resigned | Fire Department |

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7.	Alexander Santana	Resigned	Fire Department
8.	Carlos Valdes	Res-Retired	Fire Department
9.	Eddie Valdez	Resigned	Fire Department
10.	Selenia Hernandez	Resigned	Grants and Human Services Department
11.	Annette Quintana	Retired	Grants and Human Services Department
12.	Jorge Aguinalalge	Resigned	Parks and Recreation Department
13.	Amado Herrera	Retired	Police Department
14.	Flor Villa	Resigned	Streets Department

6. Report of Maternal/Paternal Leave for October 2021.

1. Parvin Plasencia Fire Department

7. Request to certify the eligibility list for **Communications and Special Events Assistant**.

8. Request to certify the eligibility list for **Police Training Program Coordinator**.

9. Request to certify the eligibility list for **Victim Advocate I**.

10. Request to approve the change in range for the position of **Risk Management Specialist**.

Current Range 26: \$1,055 - \$2,038 Bi-weekly.

Desired Range 30: \$1,403 - \$2,731 Bi-weekly.

Copy of the job description is attached.

11. Request to conduct an in-house, non-competitive civil service examination for **School Crossing Guard Supervisor** (*Liuby Garcia*).

- In-house, non-competitive
- 100% oral
- Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 48: \$1,184 - \$2,384 Bi-weekly.

12. Request to conduct an in-house, non-competitive civil service examination for **Construction Supervisor I** (*Juan C. Lauzan*).

- In-house, non-competitive
- 100% oral
- Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 49: \$1,226 - \$2,587 Bi-weekly.

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13. Request to conduct an in-house, non-competitive civil service examination for **Assistant Aquatics Manager** (*Liz B. Toledo*).

- a. In-house, non-competitive
- b. 100% oral
- c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.
Range 47: \$1,161 - \$2,190 Bi-weekly.

14. Request to reclassify *Ms. Caridad Bernal* from **Public Information Specialist/Journalist** to **Media Director** effective March 16, 2020.

Range 48: \$1,184 - \$2,384 Bi-weekly.
Range 55: \$1,924 - \$3,755 Bi-weekly.

15. Request to hear **Unfinished Business**.

16. Request to hear **New Business**.

17. Request to hear **Comments and Questions**.

NEXT PERSONNEL BOARD MEETING: MONDAY, DECEMBER 6, 2021 – 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.